



## Instructions for CPA License

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### Quick Steps

1. Forms you must complete:
  - ✓ **Accountancy Application Part 1 & Part 2** - State Form 49209 - 2 pages
    - *Important Notice: Be sure to answer ALL questions. If the question does not pertain to your situation, enter "N/A" or "none" to assure your application is processed quickly.*
  - ✓ **Notarized CPA Verification of Experience** – State Form 53888 – 1 page
2. Fee: \$85 Issuance Fee
  - See *Fee Schedule* to learn about prorated fees.
3. Mail: Completed Forms to:

**Indiana Professional Licensing Agency**  
Attn: Indiana Board of Accountancy  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204-2700

### Other Documentation

The following will be forwarded to our office by the CPA Examination Services. If your application arrives before we receive your transcript and grades, a case manager will contact CPA Exam Services and request the information be mailed to us.

Files will contain:

- ✓ **Examination Application**
- ✓ **Certified Original College/University Transcript**
- ✓ **Transcript Evaluation**
- ✓ **CPA Examination Grades**

If you have any questions regarding your examinations or transcripts contact:

#### CPA Examination Services

Toll Free: 1.800.CPA.EXAM  
Phone: 615.880.4250  
Fax: 615.880.4290, Attn: IN Coordinator  
Email: [cpaes-in@nasba.org](mailto:cpaes-in@nasba.org)

Mail: Indiana Coordinator  
CPA Examination Services  
PO Box 198469  
Nashville, Tennessee 37219-8469



## What Happens Next

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1. Once you submit your application, a case manager will review your information and the forms that you submitted. If you have failed to complete the forms properly, you will be contacted by email immediately to remedy the problem.
2. Upon receipt of all necessary information and forms, you will be contacted by email as to the status of your CPA application.
3. The case manager will contact you by email and notify you of your issuance date and license number.